



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OSH SAFETY PROGRAM MANAGER

Job Number: 20000839

Job Code: 33350V141116

Job Group: 3300 - HEALTH INSPECTION

Job Established: 06/16/1982

Job Revised: 11/16/2014

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages the occupational safety inspection and investigation compliance program or the voluntary safety consultative training program statewide; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in occupational safety and health, safety training or a related field.

Substitute EDUCATION for EXPERIENCE:

An associate's degree in occupational safety and health will substitute for the educational requirement. Graduate study in occupational safety and health, safety training or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in labor relations administration applying OSHA regulations to the workplace will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages the occupational safety investigation or consultation and training program. Reviews all safety hazard abatement progress reports. Discusses and reviews reports with employees. Reviews consultation reports prior to forwarding to the requesting employer. Makes decisions to grant abatement extensions to delete and/or penalize or refer employers. Reviews and assigns all complaints or consultative and training requests concerning safety issues to field staff for appropriate action. Assists in work assignments and scheduling assignments for subordinates. Provides technical training and assistance to staff, employers and employees. Serves as program advisor on occupational safety matters. Researches the literature concerning occupational fields and informs staff of all changes in standards, directives, interpretations, rules and regulations and occupational safety developments. Teaches and monitors prescribed courses relating to job safety to program staff and the general public. Testifies at Kentucky Occupational Safety and Health Review Commission hearings and/or Kentucky Safety and Health Standards Board hearings where appropriate. Assists in formulation, implementation and adherence to program policies and procedures. Assists in the purchase and maintenance of inventory and ensures proper usage and/or calibration of inspection equipment. Develops and reviews training materials such as pamphlets and booklets illustrating specific safety requirements and issues. Participates in technical training courses and professional conferences. Prepares records and reports.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Employees in this class are required to undergo yearly physical examinations to ensure they are physically capable of performing the essential duties of the position, capable of safely utilizing required personal protective equipment without posing a hazard to themselves or others, medically fit for the use of respiratory protection, and to ensure compliance with the medical requirements of occupational safety and health standards pursuant to 29 CFR 1910.134 adopted by 803 KAR 2:308. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.